



TRANSFER/PROMOTIONAL OPPORTUNITY

BUILDING SERVICES SUPERVISOR II
(Milwaukee Public Library)

PURPOSE: Under the direction of the Library Facilities Manager, this position has primary responsibility for the supervision of custodial personnel, and for the operations and maintenance of buildings and grounds in the Milwaukee Public Library which includes Central Library and twelve neighborhood libraries.

ESSENTIAL FUNCTIONS:

- Plans, schedules, directs, and supervises all phases of custodial services such as floor care, moving projects, recycling, grounds maintenance, special projects and events, general maintenance at either Central Library, Centennial Hall, or Branch Libraries.
- Coordinates, assigns staff, and monitors requests for special custodial service projects or events.
- Responds to and investigates fire and security alarms as needed.
- Assigns work, posts work schedules, maintains work records, conducts performance evaluations, interviews applicants and makes hiring recommendations; issues warning notices and recommends disciplinary actions; issues commendations as appropriate.
- Obtains bids and administers various contracts for specialized services such as pest control, window cleaning, landscaping, and snowplowing.
- Requisitions and maintains inventories of custodial supplies.
- Arranges for repair and maintenance of all custodial equipment; researches new products, equipment and cleaning techniques to improve efficiency and effectiveness.
- Instructs, orients, and trains custodians in procedures including equipment operations, safety regulations, and proper use of custodial supplies and chemicals; plans and conducts regular in-service training for custodians.
- Provides cost/benefit analysis and prepares annual budget requests.
- Assumes responsibilities of the other Building Services Supervisor or Building Maintenance Supervisor in that person's absence.
- Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

Required to be on-call 24 hours per day in case of emergency situations.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. Associate's Degree in facilities management or a closely related field and two years of experience in building maintenance or custodial operations; one year of which must be in a supervisory capacity.

OR

Building Services Supervisor II (MPL)

3. Four years of experience in building maintenance or custodial operations; one year of which must be in a supervisory capacity.

NOTE: Copies of transcripts should be submitted with application -OR- sent to the Consuelo Hernandez, Library Personnel Officer, 814 W. Wisconsin Ave. Milwaukee, WI 53233. Student copies are acceptable.

Note: Equivalent combinations of education and experience may also be considered.

4. Valid State of Wisconsin motor vehicle operator's license at time of appointment and throughout employment; good driving record. Must have an insured personal vehicle available during work hours.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

1. Skill in providing and working with customer's to provide excellent service.
2. Knowledge of buildings, grounds maintenance, and cleaning procedures, including techniques and materials.
3. Ability to operate all custodial equipment.
4. Ability to communicate effectively and clearly in writing.
5. Ability to communicate clearly and concisely orally.
6. Skill in the practice of active listening.
6. Working knowledge of personal computers, email, and word processing.
7. Ability to work independently and to plan, direct, and supervise the work of others.
8. Ability to determine and set priorities in order to meet deadlines.
9. Ability to evaluate situations and make sound decisions independently.
10. Ability to identify problems and opportunities, determine possible actions and their consequences prior to making decisions.
11. Knowledge of and commitment to safe work procedures

THE CURRENT SALARY RANGE (1AX) IS: \$44,194 to \$61,871 annually with excellent benefits.

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Public Library reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. The selected candidate will be transferred and/or promoted to this position.

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.
- Applications with a resume and cover letter should be returned to: Consuelo Hernandez, Library Personnel Officer, 814 W. Wisconsin Ave. Milwaukee, WI 53233 by **May 17, 2013**. *Receipt of applications may be discontinued any time after this date.*